

COMMONWEALTH OF VIRGINIA
Department of Environmental Quality
Division of Water Quality Programs
Ellen Gilinsky, Ph.D., Director

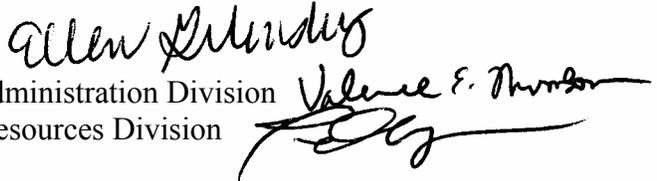
P.O. Box 10009

Richmond, VA 23240-0009

Subject: Guidance Memorandum Number 06-2011
Water Permit Fee Program Procedures

To: Regional Directors

From: Ellen Gilinsky, Ph.D., Director
Valerie E. Thomson, Director, Administration Division
Terry Wagner, Director, Water Resources Division



Date: August 1, 2006

Copies: James Golden, Rick Weeks, Deputy Regional Directors, Regional Water Permit Managers, Regional Water Compliance Managers, Regional VWPP Managers, Regional Water Resources Managers, Amy Owens, Kyle Winter, Catherine Harold, Fred Cunningham, Francis Campbell, Carla Woods, Judy Newcomb, OWPP Staff, OGWPP Staff

Summary:

The 2004 General Assembly amended and reenacted § 62.1-44.15:6 of the Code of Virginia, which relates to water permit fee regulations. Based upon the amendments, the existing water fee regulation, 9 VAC 25-20, "Fees For Permits and Certificates", was modified, and the changes became effective on July 1, 2004. This guidance sets forth the procedures that are to be used in the administration of the water permit fee program. This guidance replaces Guidance Memorandum Number 03-2010, Procedures for Administering Refunds of Water Permit Fees, dated April 14, 2003.

Electronic Copy:

An electronic copy of this guidance in PDF format is available for staff internally on DEQNET, and for the general public on DEQ's website at <http://www.deq.virginia.gov/waterguidance/>.

Contact information:

Please contact Burt Tuxford in the Office of Water Permit Programs at 804/698-4086 or brtuxford@deq.virginia.gov with any questions about the application of this guidance.

Disclaimer:

This document is provided as guidance and, as such, sets forth standard operating procedures for the agency. However, it does not mandate any particular method nor does it prohibit any particular method for the analysis of data, establishment of a wasteload allocation, or establishment of a permit limit. If alternative proposals are made, such proposals should be reviewed and accepted or denied based on their technical adequacy and compliance with appropriate laws and regulations.

Water Permit Fee Program Procedures

Background

In 2002 the General Assembly amended § 62.1-44.15:6 of the Code of Virginia relating to water permit fee regulations. These amendments increased the existing water permit fees, and were intended to make the water permit program "self funding". The water permit fee regulation, 9 VAC 25-20, was modified to incorporate the amendments to the law, and the modification became effective on July 1, 2002. However, the increased permit fee provision of the law was set to expire on July 1, 2004. The 2004 General Assembly again amended and reenacted § 62.1-44.15:6 of the Code of Virginia, and made the increased fees permanent. The staff again modified the water permit fee regulation to incorporate the new amendments, and the changes became effective on July 1, 2004.

The purpose of this guidance is to assist the Division of Water Quality Programs staff and the Division of Water Resources staff with the implementation of the revised Water Permit Fee Regulation. A copy of the final regulation that was adopted by the Water Control Board on June 17, 2004 is available on DEQ's website at the following address:

<http://www.deq.virginia.gov/vpdes/pdf/waterfeeregjuly2004.pdf>

The major change to the law and regulation is for VPDES and VPA individual permits. The reapplication fee has been eliminated for these permits and replaced with an Annual Permit Maintenance Fee, which is to be paid by October 1st of each year.

Substantive Changes From The Former (pre 2004) Water Permit Fee Regulation

The substantive changes to the regulation are as follows:

- (1) Added definitions for "major reservoir", "minor reservoir", and "single jurisdiction". Deleted the three "VWP Project Category" definitions.
- (2) Clarified that permit application fees do not apply to farming operations engaged in production for market, or for maintenance dredging for federal navigation channels or other Corps of Engineers-sponsored dredging projects.
- (3) Clarified that permit maintenance fees do not apply to facilities operating under a general permit, farming operations engaged in production for market, or for Virginia Water Protection, Surface Water Withdrawal, and Ground Water Withdrawal permits.
- (4) Added information on late payments indicating that interest may be charged at the IRS underpayment rate, that a 10% late fee may apply for accounts over 90-days past due, and that the remedies available under the Code of Virginia apply for the collection of past due accounts.
- (5) Modified the fees in the "permit application fees" and "permit modification fees" sections to be consistent with the changes to the Code of Virginia § 62.1-44.15:6.
- (6) Added a section for "Annual Permit Maintenance Fees". These fees replace the fee to reapply for a permit for VPDES and VPA individual permits, and are due by October 1st of each year. Additional permit maintenance fees apply to facilities with more than 5 process wastewater discharge outfalls, and to facilities in a toxics management program.
- (7) Added a section to allow discounted Permit Maintenance Fees for facilities participating in the Environmental Excellence Program (VEEP).

Water Permit Fee Program Procedures

The following procedures will be used in the administration of the Water Permit Fee program.

A. Payment Procedures

1. General Information

For purposes of the Water Permit Fee Regulation, the term "application" means the SWCB approved forms for applying for issuance or reissuance of a permit, certificate or special exception, or for filing a registration statement (VPDES and VPA) or application (VWP) for general permit coverage. Permit application fees must be submitted using the latest Permit Application Fee Form (effective July 1, 2004), which can be found on DEQ's website at the following address (and as Attachment D to this guidance):

<http://www.deq.virginia.gov/vpdes/pdf/waterfeeformjuly2004.pdf>

The fee schedule for each type of permit is listed on the back of the fee form.

For **VPDES and VPA permits**, application fees for new permits (and fees for major modifications) are due on the day an application is submitted. There is no application fee for a regularly scheduled renewal of an individual permit; **that fee has been replaced by the Annual Permit Maintenance Fee (see section A 4)**. For a permit reissuance that occurs (and becomes effective) before the stated permit expiration date, the application fee is due on the day an application is submitted. If an application fee is not paid or is less than the required amount, the application is incomplete, and permit processing should not proceed until the required fee is paid. No permit will be reissued or automatically continued without payment of the required fee. There is no application fee for a major modification or amendment that is made at the Board's initiative.

For **SWW and GWW permits**, application fees (including those for major modifications or amendments) are due on the day an application is submitted. If the fee is not paid or is less than the required amount, the application is incomplete, and permit processing should not proceed until the required fee is paid. No permit will be automatically continued without payment of the required fee. There is no application fee for a major modification or amendment that is made at the Board's initiative.

For **VWP permit applications** (including major modifications), review of applications may be initiated before the fee is received; however, draft permits, permit authorizations or major modifications shall not be issued prior to payment of the required fee. There is no application fee for a major modification that is made at the Board's initiative.

Instructions for submitting permit fees are included on the fee form. The applicant should send the original check and original fee form to DEQ Receipts Control at the following address:

Department of Environmental Quality
Receipts Control
P. O. Box 10150
Richmond, VA 23240

Checks, drafts and money orders (payable to "Treasurer of Virginia") and, in the case of other state agencies, IAT's (as a credit to DEQ) are acceptable forms of payment. No cash will be accepted.

The Finance Office, upon receipt of a check and fee form, shall process the check, complete the deposit certificate and date information on the fee form, and send the form to the Regional Office.

An applicant should not use the old multi-colored fee form; however, the Regional Office may accept it so long as the current correct fee was submitted.

2. Procedures for Interagency Accounts (IAT's)

Regional/CO permit program offices should notify state agencies from which permit application fees are due that an Interagency Transfer (IAT) may be used. State agencies will have the choice of initiating an IAT or paying by check. Should a state agency contact the Regional Office, said agency should be directed to the CO Accounts Receivable Accounting Manager. When paying permit fees via IAT, state agencies must include DEQ's line of coding. See Attachment A for the appropriate coding for fees. A copy of the processed IAT and a copy of the fee form should be sent to DEQ Receipts Control. Payment is not considered received until the IAT is posted to the DEQ CARS 401 weekly report, and a copy of the processed IAT and a copy of the fee form are received by DEQ.

3. Checks Received by Regional/CO Permit Program Office

On occasion the applicant will deliver a payment directly to a Regional/CO permit office. When an original check for an application fee is received in a Regional/CO permit office, the check should be logged into the office's checks received log. These payments along with the ORIGINAL fee form should be sent daily to the CO Finance Office in order to expedite permit processing. (This process should be handled by the Office Manager.)

Regional Offices outside the Richmond area should send checks to Finance via a traceable delivery such as UPS, or by mail (using a blue security bag) to DEQ Receipts Control, P. O. Box 10150, Richmond, VA 23240. Regional/CO permit program offices in the Richmond area can use DEQ's internal delivery service to send checks to Finance.

Once checks have been received and deposited, Finance will indicate the deposit number and date on the Receipts Transmittal Log (RTL) which is filed in the Finance Office* and return a copy of this log to the Regional/CO permit program office. This will serve as a supporting document to the original log in the Regional/CO permit program office that the checks were received in Finance and deposited.

(* RTLs can be viewed online on DEQNet at the following address:

http://deqnet/documents/index.asp?path=/docs/admin/admin_finance/ar_dailydcs)

4. Annual Permit Maintenance Fees

VPDES and VPA permittees must pay an Annual Permit Maintenance Fee (APMF) by October 1st of each year, beginning in 2004. Annual permit maintenance fees do not apply to: (1) VPDES and VPA facilities operating under a general permit; (2) permits pertaining to a farming operation engaged in production for market; and (3) Virginia Water Protection (VWP), Surface Water Withdrawal (SWW), and Ground Water Withdrawal (GWW) permits, certificates and special exceptions.

For the initial payment in October 2004, the date of July 1, 2004 was used to determine which facilities were subject to the maintenance fee (the date corresponds to the effective date of the revised fee regulation). All individual VPDES and VPA permit holders with

an effective permit as of July 1, 2004 (including permits that were administratively continued) were required to pay the permit maintenance fee to the Board by October 1st. For 2004 the permit maintenance fee did not apply if: (1) the permit was terminated prior to October 1, 2004; or (2) the permit holder applied or reapplied for a municipal minor VPDES permit with a design flow of 10,000 gallons per day or less between July 1, 2003 and July 1, 2004, and paid the applicable permit application fee.

Beginning in 2005 (and in each subsequent year) the fee determination date is April 1st. All individual VPDES and VPA permit holders with an effective permit as of April 1st (including administratively continued permits, and newly issued permits) are required to pay the permit maintenance fee to the Board by October 1st. Fee amounts are determined based upon the category the facility is in on April 1st. To be exempt from the annual fee, facilities must terminate their permit prior to April 1st.

If the billing category of a facility changes during the year, the category that the facility was (or will be) on April 1st will determine the APMF that the facility will pay that billing year. This also applies to facilities that switch from VPA permits to VPDES permits, and vice versa.

CEDS has been modified to allow billing information (including billing address, billing contact and phone number) and the appropriate fee amount to be input for each VPDES and VPA permit. This information MUST be entered (and kept up to date) for each existing and each new permittee. When a permit is reissued, the permit writer must ensure that the billing information in CEDS has transferred to the new "Active" permit and is correct and up to date.

The CO Finance Office uses the CEDS information to send out APMF bills to each permittee around the middle of August of each year. All bills are sent from and should be returned to DEQ Receipts Control in Richmond. All payments that are sent to the Regional Offices should be forwarded to Receipts Control using the procedures outlined in section A 3 above.

If the regional office receives a VPDES or VPA permit renewal application, and the permittee is not up to date with their APMF payments, the application is incomplete, and permit processing should not proceed until the required fee is paid. At this time, permit writers will need to check the latest Reconciliation Spreadsheet from the Finance Office and/or the Daily Receipt Transmittal Logs* (RTL) on DEQNet at:

http://deqnet/documents/index.asp?path=/docs/admin/admin_finance/ar_dailydcs

to determine the maintenance fee payment status for a particular permittee. To eliminate this step, CEDS will be modified in the future to link to the Oracle Financials system so that when a payment is recorded in the CARS financial database, the CEDS billing screen will be updated to show that the bill has been paid.

(* Note that electronic payments are shown on the DEQNet as a "Misc DC"; they are also reflected on the Reconciliation Spreadsheets.)

B. Determining Fee Amounts

1. General Information

The water permit fee regulation, 9 VAC 25-20, stipulates the permit application fee required for each category of water permit that DEQ issues. For all permits, within 14

days after receipt of a complete application (except VWP permits, which is 15 days), DEQ permit staff shall evaluate fee applicability. This applicability evaluation shall include: (1) whether the proposed activity requires coverage by a permit; (2) what specific permit coverage is required; and (3) whether the appropriate application fee has been received. If during the preparation of the draft permit it is determined that the status of the application has changed (for example from a minor to a major), the revised fee shall be required and must be submitted prior to the public notice of the permit.

For registration (VPDES and VPA) or application (VWP) for general permit coverage, the application fee for each category of water general permit that DEQ issues is stipulated in the water permit fee regulation, 9 VAC 25-20. General permit fees are no longer prorated based upon when permit coverage was issued. All general permit registrants or applicants pay the full fee amount regardless of when they apply for and are issued general permit coverage.

For VWP individual permits, the application fee for each type of project is stipulated in the water permit fee regulation, 9 VAC 25-20. The applicant will be notified of the fee due through an "additional information request" letter.

Annual Permit Maintenance Fee amounts are determined based on:

- a. For billing year 2004: the billing category of the facility as of July 1, 2004;
- b. For billing years 2005 and subsequent: the billing category of the facility as of April 1st in the corresponding billing year (e.g., April 1, 2005 for billing year 2005).

2. Deficiency Letters

Each Regional/CO permit program office will be responsible for generating deficiency letters when permit application fees are not paid in full or when a check is returned by the bank for insufficient funds. It is the CO Finance Office's responsibility to notify the program office when a check has been returned by the bank due to insufficient funds. The program office must notify the applicant of the check's return, the proper fee, and balance due by deficiency letter. The Regional Office shall provide a copy of the original fee form, with the DC#, to the applicant for use when submitting the additional fees. The applicant is to note the changes on the original fee form, then return the corrected fee form and the additional payment to DEQ Receipts Control, with copies to the program office. Copies of deficiency letters pertaining to permit fees should be sent to the Finance Office to identify incorrect payments received from applicants. Such deficiency letters should state that the application was deemed incomplete and processing will not resume until the proper fee is remitted.

For permit reissuances (other than VPDES and VPA permits), insufficient payment should be handled via Enforcement the same as with any other application deficiency. For VPDES and VPA permit reissuances, if the facility is not up-to-date with their APMF payments, then a deficiency letter should be generated, and permit processing should not resume until the proper fee is remitted.

The deficiency letter should direct payments to DEQ Receipts Control.

3. Revenue Refunds

During the permit application review phase if there is a determination that the amount paid is greater than the correct application fee, then a refund memo must be initiated by the Regional/CO permit program office. The following examples are the only cases where DEQ will process a full or partial refund of permit fees*:

(* Does NOT apply to Annual Permit Maintenance Fee refunds. For Annual Permit Maintenance Fee refunds, see section B 4.)

- a. The VPDES or VPA general permit fee is determined to be less than the amount paid; or for VWP general permits, if a general permit determination changes to a "no permit required" (NPR) determination, or a mistake is made in determining the project's general permit fee (Note: if a VWP applicant "avoids/minimizes" after an application is submitted in order to change the amount of the fee, and VWP staff have spent time reviewing the application, the OWWP VWP Permit Program Manager may disapprove the refund request);
- b. An incorrect fee amount is determined during the permit application review, including: duplicate payments; no application submitted with fee; a minor permit modification (which requires no fee); or one of the general permits which have no required fee;
- c. Application review indicates that a facility or VWP project is in a fee category other than what the paid fee represents (e.g., the facility paid for a major, but rating sheet says that the source is a minor; or the facility paid for a minor without standard limits but qualifies for a minor with standard limits).
- d. The application/registration is withdrawn within 90 days of receipt AND prior to being deemed administratively complete.

A refund of a permit fee must be initiated via the form included as Attachment B. This form must be completed and signed by a person in a position with delegated permit issuance and approval authority, and addressed to the DEQ Accounts Receivable Accounting Manager. A copy of the fee form, which identifies the payment and date of deposit must be attached to the refund memo.

Revenue refund requests should be sent for approval to:

VPDES & VPA permits:.....OWPP Water Permit Program Manager
VWP permits:.....OWWP VWP Permit Program Manager
SWW & GWW permits:Water Resources Division Director

Once the request has been received, reviewed, and approved by OWPP/OWWP/WR Div., the Finance staff will process the revenue refund and maintain the supporting documentation from the Regional/CO permit program office. Refund requests that are not approved will be sent back to the requesting office.

4. Annual Permit Maintenance Fee Changes/Refunds

Changes and/or refunds may occasionally be necessary for the APMFs that are billed to a facility. Once invoices have been sent for a particular billing year (usually around the middle of August), all requested APMF changes must be submitted on the VPDES/VPA Annual Maintenance Fee Change Form (see Attachment C). Changes that do not involve a refund should be signed by the regional Water Permit Manager. If the change involves

a refund, then the form must be signed by a person in a position with delegated permit issuance and approval authority.

All change forms are to be sent to the OWPP Water Permit Fee Coordinator. Once the request has been reviewed, and approved by OWPP, the forms will be sent to the DEQ Accounts Receivable Accounting Manager, and the Finance staff will process the change/refund. Change/refund requests that are not approved will be sent back to the requesting office.

C. Reporting and Reconciling

1. Finance Office Procedures

The Finance Office will be responsible for recording all checks received in a receipts transmittal log and making deposits on a daily basis. The deposit number and date will be noted on each receipts transmittal log and this information will be used to enter the deposits into the Commonwealth Accounting and Reporting System (CARS).

The Finance staff will distribute a copy of the check and a copy of the permit application fee form to the appropriate Regional/CO permit program offices daily. A copy of the application fee form will note the deposit number and date. The Finance staff will distribute copies of revenue refund transaction vouchers to the Regional/CO permit program offices as refunds are processed.

2. Reconciliation Procedures

The Finance Office will be responsible for reconciling daily deposits to the weekly CARS reports. The Finance Office will be responsible for reconciling the receipts transmittal log maintained in the Finance Office to revenues reported in the monthly CARS reports. The Finance staff will also be responsible for verifying accuracy of revenue refunds on the weekly and monthly CARS reports.

Each Regional/CO permit program office must work with the Finance staff to reconcile fee receipts monthly. Each Regional/CO permit program office must ensure that checks received directly by the Regional/CO permit program office were received and deposited by the Finance Office. This can be accomplished by comparing the copies of the receipts transmittal log distributed by Finance that include deposit numbers and dates with the checks received log maintained in each individual office.

Attachments:

- A - IAT Coding Information
- B - Permit Fee Refund Form
- C - VPDES/VPA Annual Maintenance Fee Change Form
- D - Permit Application Fee Form

ATTACHMENT A

To: Agencies and Institutions of the Commonwealth of Virginia
From: Carla M. Woods
Fiscal Director
Subject: Permit Fees Payable to the Department of Environmental Quality

Permit Fees, Registration Fees, and Annual Maintenance Fees which are due to the Department of Environmental Quality (DEQ) from state agencies may be paid by check or Interagency Transfers (IAT). A copy of the processed IAT water permit application fee form should be sent to:

DEQ Receipts Control
P.O. Box 10150
Richmond, VA 23240

The appropriate lines of coding for DEQ fees are:

WATER PERMIT FEES:

	<u>Trans</u>	<u>Agency</u>	<u>Cost Code</u>	<u>Fund/Detail</u>	<u>Revenue Source</u>
Annual Maintenance Fees:	136	440	603	0914	02071
All Other Water Fees:	136	440	603	0914	02401

Questions regarding these procedures should be addressed to Judy Newcomb at (804) 698-4162 or jnewcomb@deq.virginia.gov

SUBJECT: Permit Fee Refund Request
TO: DEQ Accounts Receivable Accounting Manager
FROM: Deputy Regional Director
DATE:

Name of source that made the original payment: _____

Permit Number of source that made the original request: _____

Permit Type: _____

Name and address of the source to which a refund should be made payable:

Federal identification number of the source to whom the refund should be made: _____

DEQ deposit certificate (DC) number and date of the original payment:

DC Number: _____ DATE: _____

Amount of original payment: _____

Amount recommended to be refunded: _____

Date application or registration form received: _____

Basis for the proposed refund: *[check at least one of the following and explain in detail why a refund is appropriate in an attached Memorandum with copies of the check and Fee Form from applicant. All requests that are incomplete will be disapproved and returned.]*

- _____ the General Permit fee is determined to be less than the amount paid.
- _____ an incorrect fee amount is determined during the 90 day application review.
- _____ a duplicate payment was made. Copies of all payments and fee forms must accompany the refund request.
- _____ no application submitted with fee.
- _____ the General permit has no required fee.
- _____ the application was withdrawn within 90 days of application receipt date.
- _____ other: explain in Memorandum

Attachments: Memorandum
Copy of Fee Form
Copy of Check

OWPP/OWWP/WR Div. ACTION: Approved Denied

Signature: _____ Date: _____
OWPP/OWWP Permit Manager or WR Div. Director

DEPARTMENT OF ENVIRONMENTAL QUALITY
VPDES/VPA Annual Maintenance Fee Change Form

Registration/Permit Number: _____ Date: _____

Company Name: _____

Company Address: _____

Contact Person: _____

ACTION: [] Additional Fee [] Refund Amount \$ _____
[] Other (see below) (see reason below)

[] Change Annual Fee Category and/or Annual Fee Amount

Old Category Old Fee Amount
New Category New Fee Amount

[] Toxics Management Program

[] Add TMP to bill (+ \$1000)
[] Delete TMP from bill (- \$1000)

[] More Than 5 Process Outfalls

[] Add More Than 5 Process Outfalls to bill (+ \$1000)
[] Delete More Than 5 Process Outfalls from bill (- \$1000)

[] Other Changes (Specify):

Signature: _____ Date: _____
Regional Office Representative

OWPP ACTION: [] Approved [] Denied

Signature: _____ Date: _____

**DEPARTMENT OF ENVIRONMENTAL QUALITY
WATER QUALITY DIVISION
PERMIT APPLICATION FEE FORM
EFFECTIVE JULY 1, 2004**

INSTRUCTIONS

Applicants for individual Virginia Pollutant Discharge Elimination System (VPDES), Virginia Pollution Abatement (VPA), Virginia Water Protection (VWP), Surface Water Withdrawal (SWW), and Ground Water Withdrawal (GWW) Permits are required to pay permit application fees, except farming operations engaged in production for market. Fees are also required for registration for coverage under General Permits except for the general permits for sewage treatment systems with discharges of 1,000 gallons per day (GPD) or less and for Corrective Action Plans for leaking underground storage tanks. Except for VWP permits, fees must be paid when applications for permit issuance, reissuance* or modification are submitted. Applicants for VWP permits will be notified by the DEQ of the fee due. Applications will be considered incomplete if the proper fee is not paid and will not be processed until the fee is received. (* - the reissuance fee does not apply to VPDES and VPA permits - see the fee schedule included with this form for details.)

The permit fee schedule is included with this form. Fees for permit issuance or reissuance and for permit modification are included. Once you have determined the fee for the type of application you are submitting, complete this form. The original copy of the form and your check or money order payable to "Treasurer of Virginia" should be mailed to:

Department of Environmental Quality
Receipts Control
P.O. Box 10150
Richmond, VA 23240

A copy of the form and a copy of your check or money order should accompany the permit application. You should retain a copy for your records. Please direct any questions regarding this form or fee payment to the DEQ Office to which you are submitting your application.

APPLICANT NAME: _____ **SSN/FIN:** _____

ADDRESS: _____ **DAYTIME PHONE:** (____) _____
Area Code

FACILITY/ACTIVITY NAME: _____

LOCATION: _____

TYPE OF PERMIT APPLIED FOR
(from Fee Schedule): _____

TYPE OF ACTION: _____ New Issuance _____ Reissuance _____ Modification

AMOUNT OF FEE SUBMITTED
(from Fee Schedule): _____

EXISTING PERMIT NUMBER (if applicable): _____

DEQ OFFICE TO WHICH APPLICATION SUBMITTED (check one)

- | | | | |
|--|--|--|---|
| <input type="checkbox"/> Abingdon/SWRO | <input type="checkbox"/> Harrisonburg/VRO | <input type="checkbox"/> Woodbridge/NVRO | <input type="checkbox"/> Lynchburg/SCRO |
| <input type="checkbox"/> Richmond/PRO | <input type="checkbox"/> Richmond/Headquarters | <input type="checkbox"/> Roanoke/WCRO | <input type="checkbox"/> Virginia Beach/TRO |

FOR DEQ USE ONLY

Date: _____
DC #: _____

Original Form and Check - DEQ Receipts Control, Richmond
Copy of Form and Copy of Check - DEQ Regional Office or Permit Program Office

FEE SCHEDULES

A. VPDES and VPA Permits. Applications for issuance of new individual VPDES or VPA permits, and for permittee initiated major modifications that occur (and become effective) before the stated permit expiration date. (Flows listed are facility "design" flows. Land application rates listed are facility "design" rates.) [NOTE: VPDES and VPA permittees pay an Annual Permit Maintenance Fee instead of a reapplication fee. The permittee is billed separately by DEQ for the Annual Permit Maintenance Fee.]

TYPE OF PERMIT	ISSUANCE	MODIFICATION
VPDES Industrial Major	\$24,000	\$12,000
VPDES Municipal Major	\$21,300	\$10,650
VPDES Municipal Major Stormwater / MS4 <i>These permits are now issued by DCR.</i>	\$21,300	\$10,650
VPDES Industrial Minor / No Standard Limits	\$10,200	\$5,150
VPDES Industrial Minor / Standard Limits	\$3,300	\$3,300
VPDES Industrial Stormwater	\$7,200	\$3,600
VPDES Municipal Minor / Greater Than 100,000 GPD	\$7,500	\$3,750
VPDES Municipal Minor / 10,001 GPD - 100,000 GPD	\$6,000	\$3,000
VPDES Municipal Minor / 1,001 GPD - 10,000 GPD	\$5,400	\$2,700
VPDES Municipal Minor / 1,000 GPD or Less	\$2,000	\$1,000
VPDES Municipal Minor Stormwater / MS4 <i>These permits are now issued by DCR.</i>	\$2,000	\$1,000
VPA Industrial Wastewater Operation / Land Application of 10 or More Inches Per Year	\$15,000	\$7,500
VPA Industrial Wastewater Operation / Land Application of Less Than 10 Inches Per Year	\$10,500	\$5,250
VPA Industrial Sludge Operation	\$7,500	\$3,750
VPA Municipal Wastewater Operation	\$13,500	\$6,750
VPA Municipal Sludge Operation	\$7,500	\$3,750
All other VPA operations not specified above	\$750	\$375

B. Virginia Water Protection (VWP) Permits. Applications for issuance of new individual, and reissuance or major modification of existing individual VWP permits. Only one permit application fee will be assessed per application; for a permit application involving more than one of the operations described below, the governing fee shall be based upon the primary purpose of the proposed activity. (Withdrawal amounts shown are maximum daily withdrawals.)

TYPE OF PERMIT	ISSUANCE/REISSUANCE	MODIFICATION
VWP Individual / Surface Water Impacts (Wetlands, Streams and/or Open Water)	\$2,400 plus \$220 for each 4,356 sq. ft. (1/10 acre) (or portion thereof) of incremental impact over 87,120 sq. ft. (two acres) (\$60,000 maximum)	\$1,200 plus \$110 for each 4,356 sq. ft. (1/10 acre) (or portion thereof) of incremental impact over 87,120 sq. ft. (two acres) (\$30,000 maximum)
VWP Individual / Minimum Instream Flow - Withdrawals equal to or greater than 3,000,000 gallons on any day	\$25,000	\$5,000
VWP Individual / Minimum Instream Flow - Withdrawals between 2,000,000 and 2,999,999 gallons on any day	\$20,000	\$5,000
VWP Individual / Minimum Instream Flow - Withdrawals between 1,000,000 and 1,999,999 gallons on any day	\$15,000	\$5,000
VWP Individual / Minimum Instream Flow - Withdrawals < 1,000,000 gallons on any day that do not otherwise qualify for a general VWP permit for water withdrawals	\$10,000	\$5,000
VWP Individual / Reservoir - Major	\$35,000	\$12,500
VWP Individual / Reservoir - Minor	\$25,000	\$12,500
VWP Individual/Nonmetallic Mineral Mining	\$2,400 plus \$220 for each 4,356 sq. ft. (1/10 acre) (or portion thereof) of incremental impact over 87,120 sq. ft. (two acres) (\$7,500 maximum)	\$1,200 plus \$110 for each 4,356 sq. ft. (1/10 acre) (or portion thereof) of incremental impact over 87,120 sq. ft. (two acres) (\$3,750 maximum)

C. Surface Water Withdrawal (SWW) and Ground Water Withdrawal (GWW) Permits. Applications for issuance of new individual, and reissuance or major modification of existing individual SWW permits or GWW permits.

TYPE OF PERMIT	ISSUANCE/REISSUANCE	MODIFICATION
Surface Water Withdrawal	\$12,000	\$6,000
Ground Water Withdrawal / Initial Permit for an Existing Withdrawal Based Solely on Historic Withdrawals	\$1,200	\$600
Ground Water Withdrawal	\$6,000	\$3,000

D. Registration Statements (VPDES and VPA permits) or Applications (VWP permits) for General Permit Coverage.

1. Except as specified in 2, 3, 4 and 5 below, the fee for registration for coverage under a general permit is \$600.
2. General VPDES Permit for Domestic Sewage Discharges of Less Than or Equal to 1,000 GPD (9 VAC 25-110) = \$0.
General VPDES Permit Regulation for Discharges From Petroleum Contaminated Sites (9 VAC 25-120) = \$0.

3. VWP General Permit:

TYPE OF PERMIT	ISSUANCE
VWP General / Less Than 4,356 sq. ft. (1/10 acre) of Surface Water Impact (Wetlands, Streams and/or Open Water)	\$0
VWP General / 4,356 sq. ft. to 21,780 sq. ft. (1/10 acre to 1/2 acre) of Surface Water Impact (Wetlands, Streams and/or Open Water)	\$600
VWP General / 21,781 sq. ft. to 43,560 sq. ft. (greater than 1/2 acre to one acre) of Surface Water Impact (Wetlands, Streams and/or Open Water)	\$1,200
VWP General / 43,561 sq. ft. to 87,120 sq. ft. (greater than one acre to two acres) of Surface Water Impact (Wetlands, Streams and/or Open Water)	\$1,200 plus \$120 for each 4,356 sq. ft. (1/10 acre) (or portion thereof) of incremental impact over 43,560 sq. ft. (one acre) (\$2,400 maximum)
VWP General / Minimum Instream Flow / Reservoir - Water withdrawals and/or pond construction	\$2,400

4. VPDES Storm Water General Permits (except as specified in 5 below):

TYPE OF PERMIT	ISSUANCE
VPDES General / Industrial Storm Water Management	\$500
VPDES General / Storm Water Management - Phase I Land Clearing ("Large" Construction Activity - Sites or common plans of development equal to or greater than 5 acres) <i>These permits are now issued by DCR.</i>	\$500
VPDES General / Storm Water Management - Phase II Land Clearing ("Small" Construction Activity - Sites or common plans of development less than 5 Acres) <i>These permits are now issued by DCR.</i>	\$300

5. Owners of facilities that are covered under the Industrial Activity (VAR5) and Construction Site (VAR10) storm water general permits that expire on June 30, 2004, and who are reapplying for coverage under the new general permits that are effective on July 1, 2004, must submit a fee of \$600 to reapply.